PURCHASE DIVISION Advice for approval for credit to supplier

Date: 2		2/12/25	Prepared by		Deepa		Serial no.		11144	
Supplier name Sn shindi & a			1			HO inwar	d no.			
Firm/Company MMRK-HD Project		GH7			HO received date					
PO/WO date PO/WO		No.			Scan ID.					
Sl no.	Bill no.		Bill	ll date		Bill amount		Original attached		
1.	1. SSS SSI SEP 22			2019	22 500			Yes 🗆 No		
2.		,					1		□ Yes	□ No
3.									□ Yes	□ No
4.		1							□ Yes	□ No
Amount A –	Bills to	otal (Excluding Trans	sport & H	amali Charg	ges):				5001	
Proof of deli	ivery by	way of: □ DCs/bill	□ Steel r	report 🗆 RM	C pour repo	rt 🗆 Solic	l block rep	ort 🗆 In	stallation r	eport
MRN nos.:				7	·	Proof of matches			□ Yes □	No
Amount B –Other Credits : Transportation charges										
Amount C -	Amount C –Other Debits :									
Amount D (I	Amount D (D=A+B-C) – Amount to be credited to the supplier:									
Amount E –	PO / W	O value:							soot	_
Amount F – Difference (A – E):									_	
Quantity rec	eived as	s per PO/WO		Yes 🗆	Excess recei	ved □ Sho	rt received	□ Part	received	
Close PO / V	Close PO / WO Yes \square No – wait for balance material \square Other									
Payment – due date										
Remarks:										
Approved	d by	Purchase Officer		chase nager	M D		Accountant			ounts nager
Name:		Deeps								
Sign:		A								
Date		2/12/2							ļ.,	
Approval lin	nit	Upto 20k	Above 2	20k	Above 100	k	Upto 20k		Above 2	

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.

2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

SRI SHIRIDI SAI ENTERPRISES

#Plot No.33, Srinivas Nagar Colony, Boduppal, Hyderabad-500039. (T.S) Cell: 9848886365, 9985480270

GSTIN: 36BGWPG5733K1ZS

M/S. Mehta & Modi Realty Kowkur Add; 2nd floor ,5-4-187/3 & 4 Soham							20/9/2022	
mansi	on M.G road, Secunderabad		Invoice No.		sss/551/sep/22			
Party GSTIN; 36ABLFM7631F1Z3						9 1		
SI No.	DESCRIPTION	HSN Code	QTY	Rate	CGST 9%	SGST 9%	TOTAL	
1	Coffee machine rent		1	500		•	500.00	
2	September month-2022							
	SALEG 199255 100 2019121							
Grand Total Total Invoice amount in words:							500.00	
Total Ir			e goods	For SRI S	SHIRIDI SAI	ENDER		

PURCHASE DIVISION Advice for approval for credit to supplier

Date:		2/12/22	Prepared by		Deefa		Serial no.		11143	
Supplier name Sin shendi se		i sa	i Enterprises			HO inward no.				
Firm/Company MRM HP		Project		APh		HO received date				
		PO/WO No.		_		Scan ID.				
Sl no.	no. Bill no.		Bill date .		Bill amount		Original attached			
1. 855/552/500/22			20/9/22 5			00/-		Yes 🗆 No		
2.				15			1		□ Yes □ No	
3.									□ Yes □ No	
4.									□ Yes □ No	
Amount A	- Bills to	otal (Excluding Trans	sport & H	amali Charg	ges):			5	00/	
Proof of del	ivery by	way of: □ DCs/bill	□ Steel r	eport 🗆 RM	C pour repor	rt 🗆 Soli	d block rep	ort 🗆 Ins	tallation report	
MRN		A 2					delivery		□ Yes □ No	
nos.:		<u> </u>				matches	MRN			
Amount B –	Other C	redits : Transportation	on charge	S					•	
Amount C -	Other D	ebits:							-	
Amount D (D=A+B	-C) – Amount to be	credited to	o the supplie	er:				5001	
Amount E –	PO / W	O value:							smb	
Amount F –	Differen	nce (A – E):								
Quantity rec	eived as	per PO /WO		Yes 🗆 I	Excess receiv	ved 🗆 Sho	ort received	□ Part re	eceived	
Close PO / WO Yes \square No – wait for balance material								Other		
Payment – d	ue date		12/12/02							
Remarks:						11212				
_ = =		=								
Approved	d by	Purchase Officer		chase	M D		Accoun	tant	Accounts	
Name:		Deeks	Iviai	lagei					Manager	
Sign:		2			¥					
Date		· alular								
Approval lim	nit	Upto 20k	Above 2	0k	Aboye 100k		Upto 20k		Above 20k	

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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GSTIN: 36BGWPG5733K1ZS

Add; 2	Modi Realty Miryalaguda Ilp 2nd floor ,5-4-187/3 & 4 Soham				Date:		20/9/2022
mansi	on M.G road, Secunderabad		Invoice	sss/552/sep/22			
Party (GSTIN; 36ABCFM6774G2ZZ						
SI No.	DESCRIPTION	HSN Code	QTY	Rate	CGST 9%	SGST 9%	TOTAL
1	Coffee machine rent		1	500			500.00
	September month-2022						
	IN WARD NO. 99256 Date: 20 9 24 D Sign: 4. DIST:						
Grai	nd Total						500.00
otal In	voice amount in words:						
GST: /e decl escribe	lare that this invoice shows the actued and that all particulars are true are	al price of the	e goods	For SRI S	HIRIDI SAI E	BOOUR	A SPR